

Sign Application

Select the “Building Permit – Signs”

softeners, or furnace or air conditioning replacements; or other miscellaneous construction, electrical, plumbing or HVAC work. This application should not be used for major work such as new construction, additions, or interior remodeling. For those types of permits, please complete a "New, additions, alterations to multi-family (3+ units) or commercial building" permit application.	Select
Building Permit - Free standing buildings and structures This application form is for work such as fences, private swimming pools, gazebos, pergolas, yard sheds or detached garages.	Select
Building Permit - Signs This application form is for signs.	Select

Then select “Apply Online”

[Building Inspection Permits](#) / [Building Permit - Signs](#)

Apply Online

Building Permit - Signs

This application should be used for signs.

For work involving one or two-family dwellings including:

New construction which is the construction of a new one or two-family dwelling.

Additions which include projects like decks, sun rooms, 3 or four season rooms, porches, or additions to the home or attached garage.

Alterations which include projects like remodeling a bath or kitchen, finishing new space such as in a basement, or installing an egress window.

Please go to [Building Permit - New, additions, alterations to a one or two-family homes](#).

For minor work involving one and two family dwellings including:

Roofs, windows, doors or siding, or other miscellaneous construction work.

Electrical service changes or miscellaneous electrical work.

Water heaters, softeners, or other plumbing systems or miscellaneous plumbing

Confirm your contact information the select "next".

Step 1 of 10 ·

Save Draft and Exit

Confirm your contact information

Ensure your contact information is up-to-date so that we can get in touch with you if needed.

First Name

Last Name

Email address

Phone Number

Address 1

Address 2 (Optional)

City

State

ZIP/Postal Code

Next >

Search for the location of this project then select "next".

Have a project #?

Step 2 of 10 ·

Save Draft and Exit

Building Permit - Signs

Location for Building Permit - Signs

Select a location for this record.



Search for Address or Parcel

Search for an address or parcel by name, address, or Parcel ID.

Start searching...

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Next >

Please review the property owner information to ensure it is correct, then select “next”.

Property Owner Information

Name

SUN PRAIRIE CITY OF

Phone Number

Email

Street #

Street Name

300 E MAIN ST

Unit

City

SUN PRAIRIE

State

WI

Zip Code

53590

Property Data

Year built

Lot Area

0.02

Occupancy

Water

MBL

081105461228

Zoning

Book Page

ASSESSORS PLAT OUTLOT 101 EXC
R447/584 & EXC CSM 6656

Building Type

OUTLOT

Sewage

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If you have reviewed the information check the box and select “next”.

Step 3 of 10 ·

[Save Draft and Exit](#)

If you did not review and update the owner information on the previous screen, please select the **Back** button below and do so now.

I have reviewed the owner information *



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[Next >](#)

Choose the type of sign you are applying for, then select “next”.

Have a project #? Step 4 of 10 · [Save Draft and Exit](#)

Building Permit - Signs

Please select from one of the sign types listed below.

This project is: *

Select your option ▾

Select your option

Permanent Signs

Temporary Signs

A Frame Sign Only

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Select all that apply to your application, then select “next”.

Step 5 of 10 · [Save Draft and Exit](#)

Please select from one or more of the following types of signs included with this application.

<p>Wall Sign ⓘ</p> <input type="checkbox"/> <p>Ground Sign ⓘ</p> <input type="checkbox"/> <p>A Frame/Sandwich Board Sign</p> <input type="checkbox"/>	<p>Projecting Sign ⓘ</p> <input type="checkbox"/> <p>Pylon Sign ⓘ</p> <input type="checkbox"/>
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Describe your project, enter the total number of signs, total sign area in sq ft, and the total project cost. Then select “next”.

Step 6 of 10 · [Save Draft and Exit](#)

Project Description

Please describe the project to the best of your ability *

<p>Total Number of Signs *</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	<p>Total Sign Area in Square Feet *</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>
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Total Project Cost * ⓘ

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Will this project involve a sign contractor? *

Select your option

Will this project involve electrical work? *

Select your option

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These next questions will be based upon your answer to step 7. This page will allow you to search for the license that is required for your project. If you do not find the license information please enter the information in the appropriate fields. **If you have made changes to any information or entered new information please choose “yes” for the bottom question. (This helps us create and update this information for our records)** Once completed (there may be more than one depending on your previous answers) please select “next”.

Electrical Contractor

Search by the **Electrical Contractor** company name and make sure the license type you select is an **Electrical Contractor**.

If the contractor is not found in the system, please enter the required information in the appropriate fields.

<input type="text" value="Search..."/>	
Company Name * <input type="text"/>	Contact Name * <input type="text"/>
Electrical Contractor License Number * <input type="text"/>	Expiration Date * <input type="text" value="MM/DD/YYYY"/>
License Type * Select your option	Street Address * <input type="text"/>
City * <input type="text"/>	State * <input type="text"/>
Zip * <input type="text"/>	Phone Number * <input type="text"/>
Email <input type="text"/>	
Have you changed or updated the Electrical Contractor information on this screen? * Select your option	

The signature on this page should be the same as the applicant for this permit. Once completed please select "next".

Step 12 of 13 ·

[Save Draft and Exit](#)

Responsibility and Signature

Cautionary Statement to Owners Obtaining Building Permits (Uniform Dwelling Code)

101.65 (1r) of the Wisconsin Statutes requires municipalities that enforce the Uniform Dwelling Code to provide an owner who applies for a building permit with a statement advising the owner that if the owner hires a contractor to perform the work under the building permit and the contractor is not bonded or insured as required under s. 101.654(2)(a), the following consequences might occur:

- a) The owner may be held liable for any bodily injury to or death of others or for any damage to the property of others that arises out of the work performed under the building permit or that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit
- b) The owner may not be able to collect from the contractor damages for any loss sustained by the owner because of a violation by the contractor of the one and 2 family dwelling code or an ordinance enacted under sub. (1)(a), because of any bodily injury to or death of others or damage to the property of others that arose out of the work performed under the building permit or because of any bodily injury to or death of others or damage to the property of others that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

Statement of Owner or Owner's Authorized Agent

I represent and warrant that I am the owner or the owner's authorized agent and I understand that I am subject to all applicable codes, laws, statutes and ordinances, including those described on this form; am subject to any conditions of this permit; understand that the issuance of this permit creates no legal liability, express or implied, on the state or municipality; and certify that all the information within this application is accurate. I expressly grant the building inspector, the inspectors authorized agent, or a city property appraiser permission to enter the premises for which this permit is sought at all reasonable hours and for any proper purpose to inspect the work which is being done.

Furthermore, I represent and warrant that I will provide a copy of the approved permit to all parties identified within this application and that an amended permit application or plans will be filed with the Building Inspection Division in the event any of the approved project information, contractors or previously approved plans change.

Except for Permission to Start, action to approve or deny a uniform building permit application will be completed within 10 business days of receipt of all forms, plans and documents required to process the application, and completion of other local prerequisite permitting requirements.

Please attach the sign renderings and any other needed attachments. Then select "next".

Step 13 of 13 ·

[Save Draft and Exit](#)

Attachments

Include any additional files with your submission. Any box marked "Required" is required to submit your application. Please note the maximum allowed file size for any upload is 100 MB.

Attachment	File
Sign Renderings Required	No file uploaded Upload
Add attachment	

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Lastly you will be able to review your application. **Once this is submitted information cannot be changed.**

If your application is complete please select “Confirm and Submit”.

application will be completed within 10 business days of receipt of all forms, plans and documents required to process the application, and completion of other local prerequisite permitting requirements.

Furthermore, by signing below, the applicant mutually agrees that communication related to this application including but not limited to inspection notices will be delivered electronically.

Owner or Owner’s Authorized Agent E-Signature *

 W
Dec 7, 2021

Attachments

[Edit ...](#)

Attachment	File
Sign Renderings Required	Minor work for multi.pdf Uploaded on Dec 7, 2021 at 8:38 am

I certify under possible penalty of perjury under the laws of this jurisdiction that the preceding information is true and correct.

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[Confirm and Submit >](#)